

## 3-2. Course Registration

### Registration Periods

The course registration takes place in two-time frames: the registration period and the withdrawal period. For the registration schedule, please check *1. Academic Calendar for 2025–2026*.

**1. The registration period\*** is a two-week period each term, around the time of commencement of classes. You must register during the registration period to be able to attend classes you wish to take. No credits can be earned for courses completed without registration.

You may add/drop course(s) during this period.

**2. The withdrawal period\*** is the only time after the end of the registration period when you can withdraw a course. It is not permissible to withdraw after the end of the withdrawal period. If you withdraw from a course during the withdrawal period, your transcript will indicate a ‘W’ grade, which will not affect GPA calculation.

No withdrawal period is set for the Summer and Winter Terms, since most summer/winter courses are based on a short-term, intensive approach. For any course during those two terms, students must either: drop the course during the registration period, or successfully complete all course requirements: otherwise, they will fail the course.

\* In every term, the registration period and withdrawal period begin at 9 am on the first day of the period and the deadline is 5 pm on the last day of the period.

Note: all dates and times are Japan Standard Time.

### Syllabus

To select courses effectively, please carefully read the syllabus for each course on G-way (GRIPS Gateway).

### Registration Process

Course registration is done online via G-way (GRIPS Gateway). For the details of online registration, please refer to the section entitled, “3-1. G-way” in GRIPS Bulletin (Student Life Guide).

### Auditing

Auditing allows students to attend courses without registering for them. Please first check the syllabus to see whether the course is available for auditing. If it is listed as available, contact the instructor directly to express your interest. Audited courses do not earn any credits and will not appear on your transcript.